

Procedures for Contractor Requesting Release of Retainage

Purpose: To provide a means to streamline the release of retainage.

Procedures:

1. Inspector will provide the Contractor an electronic copy of the Request for Release of Retainage Form right after the final inspection and notify the Portal Team to construct the routing.
2. Contractor will complete all the tasks required for release of retainage.
3. Contractor will complete the Request for Release of Retainage Form; scan it and upload it into SharePoint under the Project Close Out section in the Retainage Release folder.
4. The Request for Release of Retainage form will be routed using the below work flow to approve it. Staff will review the form in the portal and approve if they concur with the contractor's entry.

Step	Step Description	Approval Type	Personnel
1	Contractor Submits	Only One Approve	Contractor
2	Staff Reviews	All Must Approve	<ul style="list-style-type: none">• City Inspector Supervisor• Project Manager Team• Wage and Hour• Joint Bidders
3	Project Manager Approves Retainage Release	Only One Approve	Project Manager
4	Horizontal/Vertical Manager Approves Retainage Release	Only One Approve	Horizontal/Vertical Manager
5	Fiscal Notified	Only One Approve	Fiscal

5. Prior to Fiscal releasing retainage Fiscal should verify that they have everything that is required.